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1. We do not concur in the proposal to include the Records Management Series in the same category with positions such as Personnel Assistant, Administrative Assistant, Budget Assistant, Procurement Assistant, etc. (See page 4 of proposed W [] We do not feel that the Records Management Series belongs in a "...special class of positions, administrative in nature, in which the work performed upon entrance and for a substantial period of time thereafter is comprised to a great degree of clerical and professional aid tasks" (Quoted from Paragraph (d) 1., page 6, of Annex 1 to the staff study of 15 October 1954).

2. Records management is a profession that does not carry with it the extent of clerical and procedural detail associated with assistant-type professional positions. We do not feel that the additional experience of six months at the GS-6 level is needed for an incumbent to acquire the small amount of clerical and procedural experience incidental to performing records analyst duties up through grade GS-11. The entrance qualification for the GS-5 category (training and education leading to a Bachelor's degree or the equivalent in work experience) assures that six months of specialized Agency experience in records management will qualify an incumbent for the GS-7 category.

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